

Table 5.5

FUNCTION: Economic Development & Planning	
SUB-FUNCTION: Economic Development & Planning	
REPORTING LEVEL	DETAIL
<b>OVERVIEW</b>	<p>The department is structured to give effect to the Planning and Development function in accordance with the municipal mandate.</p> <p>The strategic focus of the department is to create an enabling environment through the following activities:</p> <p><b>Integrated development strategic planning</b> to ensure that infrastructure, social and physical needs of the community is planned for and that services are reliable at affordable rates to attract investment.</p> <p><b>Spatial Planning</b> to ensure the availability of suitable land provided in an integrated manner, diverse land uses for economic, social, residential and recreational activities; the protection of land use rights through land use management, taking into account the physical environment; an effective and efficient regulatory and administrative framework to fast track development.</p> <p><b>Local Economic Development</b> – analysis of the local economy and the trends in the sectors to facilitate informed decision making by investors, SMME development through skills development and support, agricultural development and local tourism.</p> <p><b>Housing Administration</b>- the administering of subsidized housing projects including beneficiary administration and conveyancing. Planning to progressively eradicate housing backlogs</p>
<b>DESCRIPTION OF ACTIVITY</b>	<p>The functional areas of responsibility are administered by the following sections responsible for the respective activities:</p> <ul style="list-style-type: none"> <li>• Integrated Development Planning and Performance Management</li> <li>• Spatial Planning and Environmental Management</li> <li>• Local Economic Development &amp; Tourism</li> <li>• Housing Administration</li> </ul> <p><b>Strategic objectives of Department</b></p> <p>The strategic objectives of the department is aligned to the Organisational and National strategic objectives and are as follows:</p> <ul style="list-style-type: none"> <li>- To provide democratic and accountable government for local communities through good governance and public participation.</li> <li>- To ensure provision of services to communities in a sustainable manner and to promote local economic development.</li> <li>- To ensure good corporate governance through municipal transformation and organizational development and financial viability.</li> </ul>

Table 5.5.1

FUNCTION: Economic Development & Planning			
SUB-FUNCTION: Spatial Planning and Environmental Management			
REPORTING LEVEL	DETAIL		
DESCRIPTION OF ACTIVITY	<p>The key issues addressed during the year per section are as follows:</p> <ul style="list-style-type: none"> <li>- Spatial development framework review</li> <li>- Land audit</li> <li>- Open space strategy</li> <li>- Town Planning applications and improved turn-around times</li> <li>- Fully functional GIS and capturing of building plans</li> <li>- Compliance with environmental authorizations (RoD) through environmental audits</li> <li>- Identification of land for development – Integrated sustainable development</li> </ul>		
ANALYSIS OF FUNCTION	Number and cost to employer of personnel:	Total	Cost
	Professional (Director/Manager)	1	R568,617.45
	Field (Supervisors/Foremen)	2	R578,350.48
	Office (Clerical/Administration)	3	R504,826.17
	Non-professional (blue collar, outside workforce)	0	R0
	Temporary	0	R0
	Contract	1	R75,348.90
	Total operating cost of Spatial Planning & Environmental Management function		R2,378,110
	Activities	Planned	Actual
	Strategic Spatial Planning		
	<ul style="list-style-type: none"> <li>• The annual review of the Spatial Development Framework to identify suitable land for residential, agricultural, commercial and industrial development was done.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>• A framework for the development of a local SDF was developed.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>• Land identification to address the housing backlog in Merafong was done in accordance with the Housing Development Plan.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>• Township establishment for the following new housing developments:</li> </ul>		

**SUB-FUNCTION: Spatial Planning and Environmental Management**

ANALYSIS OF FUNCTIONS	DETAIL	Planned	Actual
	<p><b>Strategic Spatial Planning (Cont.)</b></p> <p>Greenspark Ext 1 - 340 erven - The township application has been approved by Council</p> <p>Kokosi Ext 6 – 2138 erven - The township application has been approved by Council</p> <p>Khutsong Ext 4 – 2137erven - The township application has been approved by Council</p> <ul style="list-style-type: none"> <li>Implementation phase 4 of Merafong Geographic Information System (GIS) to include the following: <ul style="list-style-type: none"> <li>- Upgrade of ArcGIS server</li> <li>- Maintenance and verification of cadastre data</li> <li>- Capture cadastre data for all new towns</li> <li>- Creation of additional enquiry reports on intranet</li> <li>- Capacity building for the in-house update and maintenance of GIS server</li> </ul> </li> <li>A GIS assistant was appointed on contract to scan all building plans and related documentation on the GIS server</li> </ul>	<p>100%</p> <p>100%</p> <p>100%</p>	<p>100%</p> <p>100%</p> <p>100%</p>
	<p><b>Land Use Management</b></p> <ul style="list-style-type: none"> <li>Block plans developed to manage and control land use throughout Merafong</li> <li>Administrative system implemented to improve turn-around times pertaining to responses on complaints received. 33 Complaints were addressed during the year.</li> <li>Administrative system implemented to reduce turn-around times for land use applications.</li> </ul>	<p>7 days</p> <p>30 days</p>	<p>4 days</p> <p>23 days</p>

SUB-FUNCTION: Spatial Planning and Environmental Management			
ANALYSIS OF FUNCTIONS	DETAIL	Planned	Actual
	<b>Environmental Planning and Management</b> <ul style="list-style-type: none"> <li>Developed and implemented environmental audit protocols on infrastructure projects to ensure RoD compliance</li> <li>Open space audit was done linked to the GIS and a strategy developed to advise Council on productive utilization of open spaces</li> <li>This function was seriously hampered with the resignation of the only Environmental Officer .</li> </ul>	100%	75%
		100%	75%

Table 5.5.1.1 Land use applications 2007/2008 vs 2008/2009

Type of application	Applications received		Applications complete		Applications incomplete/withdrawn		Applications finalized		Applications finalized within average timeframe		Minimum timeframe allowed per PMS	Compliance
	07/08	08/09	07/08	08/09	07/08	08/09	07/08	08/09	07/08 (Days)	08/09 (Days)		
Rezoning	56	68	5	63	51	5	4	63	29,5	41	60 days	Yes
Subdivisions and consolidations	74	94	37	93	37	1	37	93	15	12	30 days	Yes
Special consent	3	0	2	0	1	0	2	0	23,5	0	60 days	N/A
Written consent	1	0	1	0	-	0	1	0	19	0	60 days	N/A
2 <sup>nd</sup> dwelling units	15	15	9	9	6	6	8	9	17,5	25,77	60 days	Yes
Building line relaxations	105	97	87	90	18	7	86	90	2,5	1,5	14 days	Yes
Removal of restrictive conditions	1	0	1	0	-	0	1	0	75	0	60 days	N/A
Simultaneous removal of restrictive conditions and rezoning	2	14	1	10	1	4	1	10	6	27,8	60 days	Yes
Miscellaneous	8	6	5	6	3	0	5	6	26,6	19,6	60 days	Yes
Township establishment	2	10	1	8	1	2	1	8	8	45,12	60 days	Yes
Alienation of land	26	7	20	6	1	1	20	6	120	15,8	60 days	Yes
Division of land	2	2	2	2	-	0	2	2	32	21	60 days	Yes
<b>TOTAL</b>		<b>313</b>		<b>287</b>		<b>26</b>		<b>287</b>				



Table 5.5.2

FUNCTION: Economic Development & Planning			
SUB-FUNCTION: Local Economic Development & Tourism			
REPORTING LEVEL	DETAIL		
DESCRIPTION OF ACTIVITY	<p>The key issues addressed during the year are as follows:</p> <ul style="list-style-type: none"> <li>• Review of the LED strategy and development of GDS</li> <li>• Policy development to realize economic development through job creation and local procurement on infrastructure investment projects</li> <li>• SMME development through the provision of business facilities, capacity building, marketing and exposure</li> <li>• Tourism development</li> <li>• Agricultural development</li> <li>• Community forums /Social Labour Plans (mines)</li> </ul>		
ANALYSIS OF FUNCTION	Number and cost to employer of personnel:	Total	Cost
	The section consists of eight (8) positions on the structure, of which six (6) were funded and filled.		
	Professional (Directors/Managers)	0	R0
	Field (Supervisors/Foremen)	0	R0
	Office (Clerical/Administration)	3	R849,047.70
	Non-professional (blue collar, outside workforce)	2	R250,288.25
	Temporary	0	R0
	Contract	0	R0
	During the third quarter the Acting Manager: LED & Tourism position became vacant with the sudden death of Mr. C.J. de Beer		
	<b>Total operating cost of LED function</b>		<b>R2,160,125</b>
	<b>Budget:</b>		
	Employee related costs		R1,099,335.95
	General Expenditure		R279,330
	Contracted Services		R227,567
	Capital expenses		R45,440
	The section responded to the challenge and under the management of the Executive Director executed the functions of this section		

**SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<b>ECONOMIC DEVELOPMENT</b>		
	<b>Growth and Development Strategy</b>  In fulfilling its mandate to create an enabling environment for Local Economic Development, an analysis of the local economy was undertaken in the previous year of review (2007/08). During 2007/2008 the Growth and Development Strategy informed by the analysis, was developed and adopted by Council. The strategy is a practical framework to guide growth and development in Merafong taking into account the respective linkages.  A successful Business Summit was conducted in October 2008 where stakeholders from the respective business sectors participated in the development of the Merafong Growth and Development Strategy.		R214,736  R19,250
	<b>Business Audit</b>  Understanding the local economy from a local business perspective is paramount in responding to the needs of business. A complete business audit was undertaken and included in the GDS. A total of 671 businesses were included in the database of which 377 (55,7%) participated in the survey. The main issues identified by business were: <ul style="list-style-type: none"><li>• The increase in property rates and taxes</li><li>• Unregulated businesses</li><li>• Measuring of water and electricity consumption and billing</li><li>• General appearance of the town</li><li>• Inadequate serviced industrial land</li></ul> These issues were dealt with during the IDP Review Strategic Planning Process.	N/A	N/A

**SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<b>Khutsong Resettlement Economic Impact Study</b>  An economic impact study for the Khutsong Resettlement project was undertaken to scientifically identify the potential impact of the project on the local economy and further to guide policy to maximize local economic benefit. The policy y adopted by Council informed the tender requirements to benefit local employment and procurement.	N/A	N/A
	<b>Feasibility Studies</b>  The agricultural feasibility study undertaken in the previous financial year was finalized with the geotechnical study to inform the desktop information that was not available for the original study. This formed part of a comprehensive Geotech study undertaken by the Directorate Infrastructure. The study revealed portions of land more suitable for residential development and informs Spatial Planning pertaining to urban agriculture. The section contributed to the cost of the entire Geotech study		R 288,816
	<b>SMME DEVELOPMENT</b>  <u>Provision and utilization of facilities:</u>  <b>Kokosi Business-Hive</b>  The full utilization of the Kokosi Business Hive has been successfully revived during the year. All 18 units have been allocated to small businesses and lease agreements have been concluded at nominal rates as an incentive for SMME Development. A need for marketing and branding was identified and all units were branded. Business cards for each business were developed and provided.  The linkages with markets and improvement of products and services through skills development remains a priority to ensure competitiveness and sustainability.		R 30,000

# **SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<b>Concor Hostel</b>  The renovation of the old Concor Hostels in Khutsong to provide suitable business units to local SMME's was planned for in the year. This project was planned to be implemented by the Public Works Section of Council but due to the unstable situation in Khutsong experienced during the year, the project could not commence. The situation in Khutsong has stabilized and the project will be implemented during the 2009/10 financial year.	N/A	N/A
	<b>Business Units Khutsong South Taxi Rank</b>  The 6 business units were handed over to this section by the Public Works Section during the year. Tenders calling for prospective businesses to rent the facilities were advertised and a number of tenders were received. The concluding of lease agreements will be finalized in the new financial year after finalization of the tender process.	N/A	N/A

**ESS STEELWORKS**

Matthews Rammile  
073 573 5457

Office No 15  
BEE-HIVE  
Kokosi Loc

**SPECIALIZES IN**

- \* PALISADE
- \* STEEL GATES
- \* BURGLARS (WINDOWS)
- \* BURGLAR DOORS

For all your steelworks come to us

**14**

**Regomoditswe Stitch Work**

Anna Mongalo  
072 991 5446

Office No 14  
BEE-HIVE  
Kokosi Loc

**We specialise in**

- Traditional Clothes
- Wedding Attire
- Curtains
- Seat Covers & Many more
- School Uniform

FOR ALL YOUR SEWING PROBLEMS

**Tshegofatso Dress Making**

Sarah  
073 627 3379  
072 028 9502

Office No 15  
BEE-HIVE  
Kokosi Loc

**Specialist in**

- (i) Comforters
- (ii) Golf Shirts (Any kind/ or make)
- (iii) Continental Pillows
- (iv) Dresses (Farewell Functions)
- (v) Evening Gowns; Wedding Dresses

The best dress makers in town



**SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost															
ANALYSIS OF FUNCTION	<b>Hawker facilities</b>  The construction of hawker stalls was a roll-over project. The construction of stalls was finalized by the PMU section and the allocation of stall was completed during the year, the table below indicates the status: <table><tr><td></td><td>Planned</td><td>Completed (Handed over by PMU)</td></tr><tr><td>Number of food stalls</td><td>17</td><td>11</td></tr><tr><td>Number of general stalls</td><td>69</td><td>69</td></tr><tr><td>Total number of stalls</td><td>86</td><td>80</td></tr><tr><td>Stalls allocated</td><td>80</td><td>80</td></tr></table>		Planned	Completed (Handed over by PMU)	Number of food stalls	17	11	Number of general stalls	69	69	Total number of stalls	86	80	Stalls allocated	80	80	80	R262,851
		Planned	Completed (Handed over by PMU)															
	Number of food stalls	17	11															
	Number of general stalls	69	69															
	Total number of stalls	86	80															
Stalls allocated	80	80																
	<b>SMME DEVELOPMENT /CAPACITY BUILDING</b>  Several initiatives were successfully undertaken to capacitate SMME's:  <b>Training workshop – Business Plan development and taxation:</b>  A training workshop was conducted by SEDA to capacitate SMME's in the above areas. Thirteen (13) local SMME's attended the workshop funded by SEDA.	13	N/A															
	<b>Business skills workshop:</b>  Fifteen (15) SMME's from the manufacturing sector attended a business skills workshop at North West University, sponsored by the Dr Kenneth Kaunda District Municipality.	15	N/A															
	<b>NHBRC / CIDB Training:</b>  Training was conducted for the Merafong Construction Forum on NHBRC registration requirements and CIDB registration compliance. Fifty (50) local contractors successfully attended the session	50	R3,000															

**SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<b>Aardklop 2008:</b>  Six (6) local SMME's exhibited at Aardklop 2008 as part of the Dr Kenneth Kaunda District Municipality's exhibition. The section contributed towards the branding, transport and meals of the exhibitors. Effective networking and linkages for SMME's were established.	6	R2,825
	<b>North West Mega Expo 2008:</b>  Ten (10) local SMME's participated in the fifth annual North West Expo. The section contributed towards the branding and physical needs of the exhibitors. Exposure to markets was created	10	R14,700
	<b>Launch of Merafong Construction Forum:</b>  Merafong Construction Forum was launched during October 2008. The section facilitated the initiative of the local emerging contractors who realized the need to organize themselves to deal with challenges that contractors in the area are facing. Eighty (80) contractors attended.	80	R2,560
	<b>Number of people employed through job creation projects (Infrastructure investment):</b>  Short term	552	N/A
	<b>SMME PROCUREMENT:</b>  <u>Local procurement:</u>  <u>Social and Labour Plans:</u> The section fostered partnerships with the four mining houses active in Merafong City in development and prioritization of Social and Labour Plan projects aligned with the Growth and Development Strategy and integrated into the IDP.		

SUB-FUNCTION: Local Economic Development & Tourism			
REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<p>The following SLP projects were successfully implemented by the mines:</p> <p><b>Harmony</b></p> <ul style="list-style-type: none"> <li>➤ Internship Programme Three graduates participated in the internship programme in the academic fields of Mining, Finance and Metallurgical Science</li> <li>➤ Community ABET Programme 95 ABET learners participated in this programme</li> <li>➤ SMME Development Agricultural SMME's benefited from the donation of a Light utility vehicle, tractor and plough to be utilized on agricultural projects.</li> </ul>		<p>R85,600</p> <p>R316,728</p> <p>R342,364</p>
	<ul style="list-style-type: none"> <li>➤ Letsatsing School This school accommodates learners from Grade R to Grade 12 and more than two thousand pupils from the surrounding community are learners at this school.</li> <li>➤ Blybank Housing Project</li> </ul> <p>Provision for low cost housing was made and hundred (100) houses have been built to provide family units for employees.</p>		<p>R14,000,000</p> <p>R4,500,000</p>



**SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<b>DRD</b> <ul style="list-style-type: none"> <li>➤ Sustainable Housing Project This project involved the upgrading of fourteen (14) blocks of units which were previously single quarters. The objective of this project is to improve the level of housing in the mine village.</li> <li>➤ Hospice Community Clinic This project is aimed at improving the community access to hospice facilities, thus increasing the level of social welfare facilities within Merafong. Once finalized, facility will be able to accommodate five hundred (500) people.</li> <li>➤ Reef Picking This community upliftment project was initiated and employs hundred and seven (107) women from the local community.</li> </ul>		R611,168  R3,200,000
	<b>TOURISM</b> <p>For the year of review the section successfully implemented the Tourism development Plan as approved by Council. The following activities reflects the implementation of the plan:</p>		R139,078
	<b>Product development for Arts &amp; Craft Enterprise</b> <p>A total of fifteen (15) identified Arts and Crafts Enterprises undertook Product Development Training. The purpose of the training is to ensure product quality and the production of products demanded by the markets. The CDI programme enables crafts enterprises to produce quality and standardized products that are marketable. This is a quality assurance programme for the craft enterprise and it also affords them an opportunity to exhibit their products during the international exhibition shows around the globe.</p>	15	R 17,499



**SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<b>Quality Assurance for accommodation:</b>  Several accommodation establishments exist in Merafong City, the need was identified to ensure that the establishments comply to industry standards. Nine (9) accommodation establishments were identified and sponsored for quality assurance.  Of the nine establishments the following grading was awarded:  One star x 1 Two Star x 4 Three Star x 3 Four Star x 1  This initiative increased the total of quality assurance from 30 to 80%.. These establishments will be linked to the Merafong website to further assist with marketing. Establishments are motivated to continuously improve their ratings to ensure competitiveness in the market.	9	R 21,944
	<b>Merafong Tourism Association:</b>  During the year major changes happened in the Tourism Association, new office bearers were elected capacity building and training was conducted for ten (10) members of the Association as an induction programme.	10	R 18,750
	<b>Public Awareness Programmes:</b>  A public awareness programme, "Know you own Town campaign" was initiated with the focus on Educators and learners in the field of Tourism. Three High Schools successfully participated in the programme. Positive feedback has been received and this initiative is planned as an annual event. <ul style="list-style-type: none"><li>- Thuto Kitso</li><li>- Wedela High Schools</li><li>- Relebogile</li></ul>	N/A	

**SUB-FUNCTION: Local Economic Development & Tourism**

REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<b>Familiarization Tour:</b>  During Tourism month a tour for the local community was developed to celebrate Tourism month. The focus of this event was to create awareness with the local community to familiarize themselves on tourism sites in the area. Sixty (60) community members participated in the programme as a joint initiative with the following Tourism stakeholders: <ol style="list-style-type: none"><li>1. DEDT (North West)</li><li>2. Dr. Kenneth Kaunda District Municipality</li><li>3. Members of the Merafong Tourism Association</li><li>4. Tourism Grading Council</li></ol>	60	R 17,315
	<b>Capacity Building/Tour Operators:</b>  A capacity building /training session was conducted with a local service provider for local Tour Guides and Operators. Six (6) local Tour Guides/Operators participated in this programme. This type of training serves the purpose of creating awareness under local entrepreneurs to pursue a career in Tourism.	6	R 36,544
	<b>Marketing/Tourism brochures:</b>  Merafong participated in the International Tourism Indaba 2008. Five thousand (5,000) tourism brochures were produced and only 1,500 distributed.		R 38,000
	<b>AGRICULTURE</b>  <b>Nooitgedacht Commonage Farm:</b>  Grazing agreements were workshopped with and accepted by the Nooitgedacht Commonage Farm Task Team. The roll-out of the signing of the grazing agreements has been completed. Nineteen (19) beneficiaries that have signed grazing agreements. Documentation was sent through to the Finance department to open accounts for beneficiaries.	19	N/A

SUB-FUNCTION: Local Economic Development & Tourism			
REPORTING LEVEL	DETAIL	Total	Cost
ANALYSIS OF FUNCTION	<p><b>Wedela Trust Farm:</b></p> <p>This project is funded by the Department of Agriculture and implemented by Wedela Trust.</p> <p>A need was identified by the Trust for a tractor, plough and bakkie as was previously reported. Grant funding of R456,000 was secured from Harmony Gold Mine. The money was paid over as a grant to Merafong City. The tractor, bakkie and plough have been purchased. The LDV will be handed over to the Trust as a replacement vehicle for the bakkie scrapped by Council and as was agreed with the Trust, upon submission of the designated driver's valid driver's license.</p> <p>The tractor and plough will be an asset of Council and will be used between projects where needed.</p>	N/A	R 456,000

Table 5.5.3

FUNCTION: Economic Development & Planning			
SUB-FUNCTION: Housing & Administration			
REPORTING LEVEL	DETAIL		
DESCRIPTION OF ACTIVITY	<p>The key issues addressed during the year are as follows:</p> <ul style="list-style-type: none"> <li>• Project Administration and reporting</li> <li>• Beneficiary administration</li> <li>• Project conveyancing</li> <li>• Social/Rental accommodation administration</li> <li>• Human Settlement Planning</li> </ul>		
ANALYSIS OF FUNCTION	<b>Number and cost to employer of personnel:</b>	<b>Planned</b>	<b>Actual</b>
	Professional (Directors/Managers)	1	R604,546.96
	Field (Supervisors/Foremen)	1	R131,043.05
	Office (Clerical/Administration)	12	R2,351,641.43
	Non-professional (blue collar, outside workforce)	7	R401,719.01
	Temporary	4	R183,430.25
	Contract	0	R0
	<b>Total operating cost of Housing function</b>		<b>R6,348,841</b>

Table 5.5.3 Activities

Project	Beneficiaries approved	Conveyancing	Stands serviced		Top structure	
			Planned	Actual	Planned	Actual
Khutsong South Ext 1, 2 & 3 (Phase 1)	147	927	1500	1500	0	0
Khutsong South Ext 1, 2 & 3 (Phase 2)	639	0 (busy with township establishment)	2000	2000		
Khutsong South Ext 1, 2 & 3 (Ad hoc) Bulk Services	Installation of bulk services					
Kokosi Ext 2	13	110	0	0	84	25
Kokosi Ext 5 (Phase 1)	675	560 (busy with township establishment)	0	0	500	519
Kokosi Ext 5 (Phase 2)	6	102	0	0	175	55
Kokosi Ext 6	0	0 (busy with township establishment)	2138	1496	0	0
Wedela Ext 3	32	233	0	0	179	74

Table 5.5.4 Administration of Social Rental Accommodation Units of Council

**Eureka Park**

Units	Occupied	Allocations	Signed contracts	Waiting list
123	121	7	7	Active waiting list – 78 Non-active waiting list - 158

The waiting list can be accessed on Council's website. Most of the residents in Eureka Park have been registered as indigents by the Finance Department.

**Khutsong Hostel**

Units	Occupied	Allocations	Waiting list
353 – Single units 20 – Family units	373 (100%)	30	N/A

The housing section will be embarking in an occupancy audit at the hostel in the 2009/2010 financial year and facilitating the election of a hostel committee. The biggest challenge in the hostel is the consistent electricity theft of cables by people staying in the informal settlement next to the hostel.

**KOKOSI EXTENSION 5**



Table 5.5.5

FUNCTION: Economic Development & Planning			
SUB-FUNCTION: IDP / PMS			
REPORTING LEVEL	DETAIL		
DESCRIPTION OF ACTIVITY	<p>The key issues addressed during the year are as follows:</p> <ul style="list-style-type: none"> <li>• IDP Review</li> <li>• Internal and External analysis of municipal environment</li> <li>• Public participation in needs analysis and prioritization</li> <li>• Performance management reporting on implementation of IDP</li> <li>• IGR</li> </ul>		
ANALYSIS OF FUNCTION	<b>Number and cost to employer of personnel:</b>	<b>Total</b>	<b>Cost</b>
	Professional (Directors/Managers)	1	R454,940.65
	Field (Supervisors/Foremen)	0	R0
	Office (Clerical/Administration)	3	R717,176.43
	Non-professional (blue collar, outside workforce)	0	R0
	Temporary	0	R0
	Contract	0	R0
	<b>Total operating cost of IDP/PMS function</b>		<b>R1,296,280</b>
	<b>Activities:</b>	<b>Planned</b>	<b>Actual</b>
	<ul style="list-style-type: none"> <li>• Process Plan was approved during the Month of September 2008</li> <li>• A public notice was placed in the Newspaper and in all the Notice Boards of all Public Institutions, informing the public about the process to be followed in the compilation of the IDP Document for 2006 – 2011.</li> <li>• Ward Consultation meetings were held in all the 26 Wards of Merafong, during the month of November 2008, to receive community inputs.</li> <li>• 7 Steering Committee meetings were from November 2008 to February 2009 to prepare the first draft IDP Document that includes, Community analysis/Stakeholder, Municipal Technical Analysis, Strategies, Project Planning, Integration and Approval.</li> <li>• The first Draft IDP Document was prepared and discussed with Council members on March 2009.</li> </ul>	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>

**SUB-FUNCTION: IDP / PMS**

REPORTING LEVEL	DETAIL	Planned	Actual
ANALYSIS OF FUNCTION	<b>Activities (Cont.)</b>		
	<ul style="list-style-type: none"> <li>A 21 days public Notice was placed in the Newspaper and in all the Notice Boards in the Public Offices inviting the public to comment and to submit their input on the draft IDP.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>Inputs were incorporated to the document and a second Draft IDP Document was amended according to the inputs received.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>Council Workshop was held to discuss the Second draft IDP Document during the month of May 2009.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>An IDP Represented Forum meeting was held during the month of May 2009 to discuss and to finalize the Draft IDP Document.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>The IDP Document was submitted to the MEC of Local Government and Housing after Council approval during the Month of June 2009.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>A Public Notice was placed in the Newspapers, informing the public about the approval of the IDP Document and all Stakeholders were invited to come and receive copies of the IDP.</li> </ul>	100%	100%
	<ul style="list-style-type: none"> <li>Compiled Annual Performance Report.</li> <li>Compiled four Quarterly Performance Reports on Projects/Programmes Performance.</li> </ul>	100% 100%	100% 100%

Table 5.6

FUNCTION: Office of the Chief Operations Officer			
SUB-FUNCTION: Programme Management Office			
REPORTING LEVEL	DETAIL		
<b>OVERVIEW</b>	<p>The main objectives of the PMO section are the following:</p> <ul style="list-style-type: none"> <li>• Provide an efficient PMO service</li> <li>• Project tracking</li> <li>• Vendor and Contracts management</li> <li>• Project progress and expenditure reporting</li> <li>• Providing overall programme and project management for the municipality</li> <li>• Information management</li> </ul>		
<b>ANALYSIS OF FUNCTION</b>	<b>Number and cost to employer of personnel:</b>	<b>Total</b>	<b>Cost</b>
	Professional (Directors/Managers)	2	R1,623,380.65
	Field (Supervisors/Foremen)	0	R0
	Office (Clerical/Administration)	2	R552,412.93
	Non-professional (blue collar, outside workforce)	0	R0
	Temporary	0	R0
	Contract	0	R0
	<b>Total operating cost of PMO function</b>		<b>R1,853,107</b>

Table 5.6.1 Project Tracking

Department	Number of projects	Total budget
Infrastructure Department	38	R101,311,604.00
Community Services	20	R45,787,374
Economic Development & Planning	23	R154,586,104.79
Chief Operating Officer	3	R922,096.00
Finance	12	R16,768,578.97
Mayoral Special Projects	13	Sponsorships
<b>TOTAL</b>	<b>96</b>	<b>R319,375,757.76</b>

Table 5.6.2

FUNCTION: Corporate Support Services	
SUB-FUNCTION: Human Resources & Skills Development Training	
REPORTING LEVEL	DETAIL
<b>OVERVIEW</b>	<p>The Human Resources and Skills Development Training Section thrives to achieve the following objectives:</p> <ul style="list-style-type: none"> <li>• To maintain and sustain an active Local Labour Forum as envisaged in the Collective Agreement on Organisation Rights, through mutual liaison with organized labour on matters of mutual concern.</li> <li>• To give effect to, and regulate the fundamental rights conferred by fair labour practice provision in the Constitution, which state that everyone has the right to fair labour practices. By re-affirming the statutory provisions as laid down in the Labour Relations Act, the Basic Conditions of Employment Act, the Employment Equity Act, other labour legislation and the various collective agreements.</li> <li>• To conduct fair labour practices in such a way that referrals to the Commission for Conciliation, Mediation and Arbitration or the South African Local Government Bargaining Council will be minimized.</li> <li>• To promote a safe working environment as captured in Section 152(1)(d) of the Constitution of South Africa, in line with the provisions of the Occupational Health and Safety Act of 1993.</li> <li>• To build internal capacity of all employees, transfer skills, focusing on individual career planning, assisting individual training by providing bursaries, conducting regular skills audits and identifying training needs in relation to individual job descriptions. To assist and support these processes by providing mentorships and coaching programmes.</li> <li>• To apply focused training through approved, procured, accredited and reputable service providers, that carries credits for formal qualifications based on NQF level credits in order to provide permanent qualifications.</li> <li>• To increase departmental capacity and productivity by attending on a regular basis to departmental training needs.</li> <li>• To provide an employee support programme to assist in stabilizing social and work related challenges.</li> <li>• To make any effort necessary to improve the workforce' moral and attitude towards the employer in order to create a positive climate and culture throughout the organization, by effectively and efficiently attending to employees benefits, individual needs, remuneration and aspects that may create negativity in the organization.</li> <li>• Thus creating a climate of ownership, buy-in and mutual trust within the organization.</li> <li>• To manage diversity throughout the organization by providing training mentoring, coaching and transfer of skills, in order to build unity and team spirit.</li> </ul>



**SUB-FUNCTION: Human Resources & Skills Development Training****REPORTING LEVEL****DETAIL****DESCRIPTION OF FUNCTION**

The function of human resource management within the municipality is administered as follows and includes:

- Performance Management Systems & Recruitment
- Industrial Relations
- Personnel Benefits & Administration
- Skills Development & Training
- Employee Support Programme

Strategic objectives

- Develop a Municipal Human Resource Plan
- Develop required Human Resource policies
- Implement and maintain a Workplace Skills Development Programme
- Implement and maintain the Employment Equity Plan
- A plan to ensure effective Labour Relations practices throughout the municipality
- Conduct Employee Satisfaction Surveys
- Develop formal job descriptions in line with new structure
- Implement an Individual Performance Management System that aligns with the Organisational Performance Management System
- Implement the Workplace HIV and AIDS policy
- Conduct Organisation Culture Audits in line with ideal organization values
- Develop a Change Implementation Plan

All these focus areas are condensed into action plans and progress reports are delivered to top management on a quarterly basis.

The key performance and critical performance areas were also included in individual performance targets, in performance contracts.

Key issues for 2008/2009:

- Develop a Municipal Human Resources Plan
- Implementing of the Human Resources Plan
- Develop required Human Resources policies
- Implement the workplace Skills Development Programme
- Implement the Employment Equity Plan
- Improve the employee satisfaction rate as recorded in the outcome Employee Satisfaction Survey
- Develop and finalize formal job descriptions in line with new structure in terms of the TASK format

**SUB-FUNCTION: Human Resources & Skills Development Training**

REPORTING LEVEL	DETAIL	Total	Cost
<b>ANALYSIS OF FUNCTION</b>	Key issues for 2008/2009 (Cont.) <ul style="list-style-type: none"> <li>▪ Implement an Individual Performance Management System that aligns with the Organisation Performance Management System</li> <li>▪ Implement the Workplace HIV and AIDS Policy</li> <li>▪ Conduct Organisation Culture Audits in line with ideal organization values</li> </ul> Develop a Change Implementation Plan		
	<b>Number and cost to employer of personnel:</b>		
	Professional (Directors/Managers)	2	R937,222.79
	Field (Supervisors/Foremen)	0	R0
	Office (Clerical/Administration)	18	R2,709,699.00
	Non-professional (blue collar, outside workforce)	1	R85,293.00
	Temporary	6	R223,033.12
	Contract	0	R0
	<b>Total operating cost of Human Resources &amp; Skills Development Training function</b>		<b>R7,167,037</b>
	<b>Performance during the year, performance targets against actual achieved and plans to improve performance</b>		
	<p><b>Local Labour Forum</b></p> <p>For the last quarter of 2008/09 the Local Labour Forum was dysfunctional due to the disagreements between management and the unions. The meetings could not reach quorum due to non attendance by certain members of the forum.</p> <ul style="list-style-type: none"> <li>• Workshop was arranged but had to be cancelled due to the elections of shop stewards by both unions</li> <li>• Task team was put in place to review the organizational structure which was approved on the 1<sup>st</sup> September 2008</li> <li>• The said structure could not be implemented as the Local Labour Forum could not reach a consensus on the implementation plan recommended by the task team.</li> </ul>		

**SUB-FUNCTION: Human Resources & Skills Development Training**

REPORTING LEVEL	DETAIL
<b>ANALYSIS OF ACTIVITY</b>	<b>Benefits Administration</b>  The section is fully complemented and functional. The issue of capacity building within the section has been addressed by offering training interventions to employees within the unit.
	<b>Job evaluations</b>  Job descriptions and organizational structure were submitted to National Job Evaluation Committee for verifications through the process of bench marking with other municipalities. The final results of the evaluations will be audited and submitted in the 2009/10 financial year for implementation.
	<b>Organisational Structure</b>  The organizational structure was adopted by Council on the 1 <sup>st</sup> September 2008 in order to achieve the strategic goals of the council. The none approval of the implementation plan and financial cost has impeded the implementation of the organizational structure as additional R14 000 000.00 was required for full complement.
	<b>Performance Management System &amp; Recruitment</b>  The compulsory Performance Management System for Section 57 and senior employees is fully implemented and functional. Individual performance contracts consist of a contract and a performance plan. The performance plan is quarterly evaluated and annually final evaluation determines the final achievement of targets. Targets on the performance plan are in line with the IDP objectives and organizational performance system. The targets are in line with the Service Delivery Budget Implementation Plan.
	<b>Recruitment</b>  A total number of new employees processed during the year were 70 (permanent appointment). Most of the employees were on the month to month contract and the Council resolved that they be permanently confirmed. The section processed appointments of 22 temporary employees on month to month and internship programmes.
	<b>Skills Development &amp; Training</b>  During the year the section trained 350 employees and councillors. This was achieved through the support of the Development Bank of South Africa (DBSA) which has partnered with SALGA to assist with the capacity building in municipalities. All training interventions were conducted by accredited service providers to ensure quality training and credit bearing for NQF Levels.

**SUB-FUNCTION: Human Resources & Skills Development Training**

REPORTING LEVEL	DETAIL																								
<b>ANALYSIS OF ACTIVITY</b>	<b>Skills Development &amp; Training (Cont.)</b> <ul style="list-style-type: none"> <li>➤ Coordinated effort by the Training Committee</li> </ul> <p>The training committee meets monthly and the following actions are inter alia the responsibilities of the committee:</p> <ul style="list-style-type: none"> <li>▪ Considerations and granting of bursaries</li> <li>▪ Accreditation at LGSETA</li> <li>▪ Identification of mentors and coaches</li> <li>▪ Skills audit and identification of training needs</li> <li>▪ Implementation of learnerships</li> </ul>																								
	<b>Employees Support Programme</b> <p>The unit was established due to the demand for employee support services on a daily basis. It also has to attend to HIV/Aids in the Workplace and employees were trained as peer educators.</p>																								
	<b>Employment Equity</b> <p>An Employment Equity Consultative Forum was operational and oversees the implementation of the Employment Equity Plan.</p>																								
	<b>Labour Relations Practices</b> <p>The Organizational Rights Agreement requires that a consultative forum composing of management and unions be established to ensure effective Labour Relations practices thought the municipality. The consultative forum (Local Labour Forum) is established but is not effective due to disputes and interpretation of the collective agreement on issues of mutual interest. As a result the forum failed to meet in the last quarter of 2008/09 financial year.</p>																								
	<b>DETAIL</b>	<table> <tr> <th></th><th>07/08</th><th>08/09</th></tr> <tr> <td><b>Industrial Relations:</b></td><td></td><td></td></tr> <tr> <td>During 2008/2009 the following cases are pending:</td><td></td><td></td></tr> <tr> <td><b>SALGBC Cases:</b></td><td></td><td></td></tr> <tr> <td>Cases referred</td><td>12</td><td>6</td></tr> <tr> <td>Cases pending</td><td>5</td><td>3</td></tr> <tr> <td>Outcome in favour of employer (Council)</td><td>5</td><td>2</td></tr> <tr> <td>Outcome in favour of employee</td><td>2</td><td>1</td></tr> </table>		07/08	08/09	<b>Industrial Relations:</b>			During 2008/2009 the following cases are pending:			<b>SALGBC Cases:</b>			Cases referred	12	6	Cases pending	5	3	Outcome in favour of employer (Council)	5	2	Outcome in favour of employee	2
	07/08	08/09																							
<b>Industrial Relations:</b>																									
During 2008/2009 the following cases are pending:																									
<b>SALGBC Cases:</b>																									
Cases referred	12	6																							
Cases pending	5	3																							
Outcome in favour of employer (Council)	5	2																							
Outcome in favour of employee	2	1																							



**SUB-FUNCTION: Human Resources & Skills Development Training**

REPORTING LEVEL	DETAIL	07/08	08/09
ANALYSIS OF ACTIVITY	<b>Labour Court Cases:</b>		
	Cases referred by Council to review	0	1
	Pending	0	1
	Pending at the High Court	1	1
	Outcome in favour of Council	0	0
	<b>CCMA Cases:</b>		
	Cases referred	1	0
	Cases pending	0	0
	Outcome in favour of employer (Council)	0	0
	Outcome in favour of employee	1	0
	<b>Municipal Human Resources Plan</b>		
	A comprehensive plan was developed. The plan focus on:		
	<ul style="list-style-type: none"> <li>▪ Internal Labour supply</li> <li>▪ External Labour supply</li> <li>▪ Creating a pool of expertise outside the organization as per Employment Equity plan</li> <li>▪ Capacity building</li> <li>▪ Identification of training needs</li> <li>▪ Implementing of learnerships</li> <li>▪ Development of system of mentorship</li> <li>▪ Individual career planning</li> <li>▪ Successor planning</li> <li>▪ Skills audits</li> </ul>		
	<b>Key statistical information</b>		
	Separations (terminations)	0	2
	Retirements	21	13
	Resignations	34	46
	Deceased	7	25
	Injuries on duty	22	30
	Disciplinary cases	21	25
	Dismissals	3	3
	Suspensions	3	2

Table 5.6.3

FUNCTION: Corporate Support Services			
SUB-FUNCTION: Corporate Secretariat (Secretarial Services)			
REPORTING LEVEL	DETAIL		
OVERVIEW	Rendering a secretariat service to the Council and its various committees		
DESCRIPTION OF ACTIVITY	<ul style="list-style-type: none"><li>• Process reports and items for the agendas of meetings</li><li>• Prepare agendas for meetings</li><li>• Take minutes of meetings and process the minutes thereafter</li><li>• Print agendas and minutes and deliver the minutes and agendas</li><li>• Assist with the recording of disciplinary and other hearings</li></ul>		
ANALYSIS OF FUNCTION	Number and cost to employer of personnel:	Total	Cost
	Professional (Directors/Managers)	1	R281,612.86
	Field (Supervisors/Foremen)	0	R0
	Office (Clerical/Administration)	22	R3,783,108.53
	Non-professional (blue collar, outside workforce)	17	R1,582,995.65
	Temporary	1	R17,674.36
	Contract	0	R0
	Total operating cost of Corporate Secretariat & Legal function		R8,840,355
	COUNCIL MEETINGS: 2008/2009		
	Date		Type of meeting
	1 September 2008		Special
	30 October 2008		Special
	20 November 2008		Special
3 December 2008		Ordinary	
9 January 2009		Special	
23 January 2009		Special	
6 February 2009		Special	
26 February 2009		Special	
31 March 2009		Special	
29 May 2009		Special	
9 July 2009		Ordinary	

**SUB-FUNCTION: Corporate Secretariat (Secretarial Services)**
**REPORTING LEVEL**
**DETAIL**
**ANALYSIS OF FUNCTION**
**PORTFOLIO COMMITTEE MEETINGS: 2008/2009**
**Electrical, Water & Gas**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
x	✓	✓	✓	✓	✓	x	x	x	✓

**Housing, Spatial Planning, Transport, Roads, Storm Water & Public Works**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	x	✓	✓	x	✓	x	x	x	x

**LED & Tourism**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	✓	✓	✓	x	✓	x

**SRACH & LIS**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	✓	✓	x	✓	x	✓

**Health & Environment**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	x	✓	x	✓	x	✓

**Public Safety & Security**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Corporate Support Services**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	✓	✓	✓	x	x	x	x	x	x

**Finance**

Jul 08	Aug 08	Sept 08	Oct 08	Nov 08	Feb 09	March 09	April 09	May 09	June 09
✓	x	x	✓	✓	✓	x	x	✓	✓

\* In cases where the Section 80 Committee meetings could not take place, items were forwarded to the Executive Mayor for approval in terms of delegated powers.

Meetings for March and April was affected through National Elections, Easter holidays and Labour Action during these months. In certain instances meetings scheduled for specific months were carried over to later dates.

Table 5.6.4

FUNCTION: Corporate Support Services								
SUB-FUNCTION: Corporate Secretariat (Legal Services)								
REPORTING LEVEL	DETAIL							
OVERVIEW	The provision of a legal service function to the municipality, including assistance with general legal compliance, legal opinions and contracts as well as the management of Council property.							
DESCRIPTION OF ACTIVITY	<ul style="list-style-type: none"> <li>▲ Provide a legal support system to the whole Council;</li> <li>▲ Compiling reports of a legal nature for submission to the Council and other committees;</li> <li>▲ Supplying legal comments on some reports to the Council and committees;</li> <li>▲ Compiling and perusing of agreements such as deeds of sale, lease agreement, loan agreements and service agreements;</li> <li>▲ Handling, perusing and creating correspondence</li> <li>▲ Control over and interpretation of legislation;</li> <li>▲ Attending meetings whenever necessary;</li> <li>▲ Studying the relevant agendas</li> <li>▲ Dealing with problems raised by the general public;</li> <li>▲ Writing legal opinions</li> <li>▲ Compiling by-laws, regulations and other legislation</li> <li>▲ Keeping record of the Council's properties</li> <li>▲ Assisting with the sale and purchase and lease of Council property</li> <li>▲ Giving instructions to the Council's Valuers</li> <li>▲ Instructing attorneys on behalf of the Council</li> <li>▲ Registering servitudes</li> <li>▲ Executing Council resolutions</li> <li>▲ Assisting the Town Planning Tribunal</li> <li>▲ Assisting with serious disciplinary hearings as either prosecutor or chairperson</li> <li>▲ Acting as secretary for the Valuation Board</li> <li>▲ Assist where necessary to ensure legal compliance by the various departments</li> </ul>							
ANALYSIS OF FUNCTION	<p>Applications for Marches for 2008/2009 in terms of the Regulation of Gatherings Act, 1993 (Act No 205 of 1993)</p> <table border="1"> <thead> <tr> <th>Date of gathering/march</th><th>Applicant</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>5 June 2008</td><td>CSACP</td><td>Application for a march from Khutsong Stadium to SAPS Khutsong 5 June 2008 Planning meeting took place on 30 May 2008 and the march was approved.</td></tr> </tbody> </table>		Date of gathering/march	Applicant	Comments	5 June 2008	CSACP	Application for a march from Khutsong Stadium to SAPS Khutsong 5 June 2008 Planning meeting took place on 30 May 2008 and the march was approved.
Date of gathering/march	Applicant	Comments						
5 June 2008	CSACP	Application for a march from Khutsong Stadium to SAPS Khutsong 5 June 2008 Planning meeting took place on 30 May 2008 and the march was approved.						



**SUB-FUNCTION: Corporate Secretariat (Legal Services)****REPORTING LEVEL****DETAIL****ANALYSIS OF FUNCTION**

Applications for Marches for 2008/2009 in terms of the Regulation of Gatherings Act, 1993 (Act No 205 of 1993)

Date of gathering/march	Applicant	Comments
13 June 2008	SACP	Application to march from Oberholzer Taxi Rank to Carletonville Civic Centre and Financial Institutions (FNB) to deliver a memorandum to Education Department and to the Financial Institutions. Planning meeting scheduled for 5 June 2008. Application was approved.
6 June 2008	DA	March from Piet Viljoen Park to the area where the slime dam is intended. Planning meeting on 5 June 2008. Application was approved.
28 August 2008	Kokosi Women's Organization	Action against continuous rapes over three weeks. From Popo Molefe Stadium to the SAPS Station. Planning meeting on 25 August 2008. The application was approved.
13 September 2008	Zanele Mtshali Disability Home	Awareness campaign on disabled persons. March from the SAPS Station in Khutsong to the old clinic in Khutsong on Saturday 13 September between 07:30 and 16:00. Planning meeting on 4 September 2008. The application was approved.
25 September 2008	SACP	Application for a march from Oberholzer Taxi Rank to Carletonville Hospital to hand over a memorandum to the Director of the Hospital. The application was approved on 18 September 2008.
20 September 2008	PAYCA	Application received from Pan African Youth Congress of Azania to close a portion between 990 and 986 Nxumalo Street Khutsong and wash cars in a fundraising campaign. The application was approved on 18 September 2008.
3 October 2008	ANC Youth League	Application for a march from Khutsong Stadium to Municipal building in Halite Street Carletonville to hand over a memorandum to the Speaker of the Merafong City Local Municipality. The application was approved on 26 September 2008.

**SUB-FUNCTION: Corporate Secretariat (Legal Services)****REPORTING LEVEL****DETAIL****ANALYSIS OF  
FUNCTION**

Date of gathering/march	Applicant	Comments
1 December 2008	Merafong City HIV & AIDS Section	Application for a fun walk from Ben Shibari Street Kokosi to the Popo Molefi Stadium in Kokosi. Planning meeting was scheduled for 29 October 2008 and the application was approved.
5 November 2008	NUM	Application to hand over a memorandum to the Driefontein mine management. 5000 local NUM members will walk from the bridge next to the Training Centre to the management office at Driefontein to hand over a memorandum. Planning meeting was scheduled for 29 October 2008 and the application was approved.
17 December 2008	SACP Women's League	Application for a SACP Women's League Planning meeting was scheduled for 15 December 2009 and the application was approved.
6 February 2009	SACP	Application for a march to hand over a memorandum to the MEC for Local Government and the MEC for Health. Planning meeting was scheduled for 29 January 2009 and the application was approved.
27 May 2009	SAPS	Application for a SAPS Children awareness action. The application was approved.
29 May 2009	MDF	Application for a march to hand over a memorandum to the Municipality. Planning meeting was scheduled for 25 May 2009. The application was approved.
31 May 2009	SACP (Youth League)	Application for a gathering at Khutsong Stadium to celebrate the re-incorporation of Merafong City into Gauteng. Planning meeting was scheduled for 27 May 2009.
18 June 2009	Old Age Forum	Application for a march to hand over a memorandum to the Magistrate, Fochville. Planning meeting was scheduled for 11 June 2009. The application was approved.

Table 5.6.5

FUNCTION: Corporate Support Services	
SUB-FUNCTION: Corporate Secretariat (Record Services)	
REPORTING LEVEL	DETAIL
<b>OVERVIEW</b>	<p>The record section is responsible for all incoming and outgoing postal items as well as the filing system of the Council.</p> <p>The new Merafong City Local Municipality need a totally new filing index and this is in the process of being completed.</p> <p>A total investigation with regard to the utilization of available storage space is also being investigated.</p> <p>Electronic record system to cater for the capture of all incoming and outgoing correspondence in pursuit of proper data capturing of the records in the municipality.</p> <p>This also will ease the task of prompt departmental communication with the public.</p>